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James A. Carder
Director
Division of Accounting

MEMORANDUM

TO: Payroll Officers
FROM: Jack Dothage
DATE: May 13, 2002
RE: Approval Process for Changes in Health Care

An employee may request a change in health care coverage during the calendar year, but these changes may not be allowable as a qualified "change in status" if the employee is participating in the State Cafeteria Plan.

To ensure that the State of Missouri is following federal cafeteria plan regulations, agency payroll/personnel staff should do the following:

- Upon receipt of an employee request to change health care coverage, determine if the employee is enrolled in the cafeteria plan.
- If so, submit the Missouri State Employees' Cafeteria Plan Employee Change of Election Form with any required documentation to our cafeteria plan administrator, ASI.
- Obtain approval of the "change in status" from ASI, **prior** to submitting the health care plan change form to the health care plan administrator (MCHCP, MODOT, Conservation). Agency payroll/personnel can contact ASI at (800) 659-3035.
- Once approval for the "change in status" is given by ASI, a notation on the health care plan change form should be made by the payroll/personnel officer to indicate the date that approval was given by ASI.
- **After** ASI approval, the appropriate payroll deductions should be made in the HR System and the form should be mailed to the proper health care plan administrator.

If no notation of approval is made on the form, this may result in delays in processing the change.

If you have questions regarding this new procedure, please contact Vandee DeVore at 573-522-5863.